Table of Contents

Purpose ......................................................................................................................................................... 1
Scope ............................................................................................................................................................ 1
Legislative Context ......................................................................................................................................... 1
Definitions ...................................................................................................................................................... 1
Actions ........................................................................................................................................................... 2
  1. Planning Work at Height ...................................................................................................................... 2
  2. Authorizing, performing and completing Work at Height ......................................................................... 2
Supporting Documents .................................................................................................................................... 3
Responsibility ................................................................................................................................................. 3
Promulgation .................................................................................................................................................. 4
Implementation ............................................................................................................................................... 4
Records Management ..................................................................................................................................... 4

Purpose

This procedure will ensure that the risk of injury associated with Work at Height in University activities is eliminated or minimized, with particular focus on the risk of falls.

Scope

This Procedure applies to all work at height (as defined).

Legislative Context

• Occupational Health and Safety Act 2004 (Vic)
• Occupational Health and Safety Regulations 2007 (Vic)

Definitions

A list of definitions relevant to this procedure is contained within the Health and Safety Policy. A further list of definitions specifically relevant to this procedure is included below:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
</table>
### Term | Definition
--- | ---
Work at height | Any task that an employee, contractor or student undertakes in the context of occupational, educational, research, commercial, or other University-endorsed activities, whatever the location, where a fall hazard has been identified. Sporting activities and theatrical performances are not included within the scope of the Work at Height Procedure. However:
- whilst the sporting activities and theatrical performances themselves are not included, all work at height associated with setting up, maintaining, and dismantling sporting equipment, theatrical props, lighting, etc., is included; and
- the general requirement for HIRAC reviews as described in the Hazard Identification, Risk Assessment and Control (HIRAC) Procedure still applies if any hazard, such as a fall hazard, is present in the sporting or theatrical performance.

### Actions

#### 1. Planning Work at Height

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>RESPONSIBILITY</th>
<th>STEPS</th>
</tr>
</thead>
</table>
| Planning Work at Height | Supervisor/Manager in charge of any person planning to perform Work at Height | 1. Ensure a Job Safety Analysis (JSA) of the proposed work has been completed.  
2. Ensure a Work at Height Permit has been completed for the proposed work.  
3. Submit the JSA and Work at Height Permit to an Authorized Work at Height Supervisor prior to the start of the work. |

#### 2. Authorizing, performing and completing Work at Height

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>RESPONSIBILITY</th>
<th>STEPS</th>
</tr>
</thead>
</table>
| Gaining authorization to perform Work at Height | Authorized Work at Height Supervisor | 1. Review any Work at Height Permit and JSA submitted to him/her.  
2. Determine whether the permit and JSA have been completed correctly and whether the work can proceed safely, as far as can reasonably be ascertained.  
3. Grant/not grant authorization to proceed with the work at height to proceed under the terms of the Permit and JSA |
<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>RESPONSIBILITY</th>
<th>STEPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Safely performing work at height</td>
<td>Supervisor/Manager in charge of any person performing Work at Height</td>
<td>1. Ensure all conditions in the Work at Height Permit and the associated JSA are fully implemented throughout the duration of the work.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. End the Work at Height if the conditions of the Permit and/or the JSA are not, or cannot be, implemented, or if it becomes apparent that the work is dangerous despite complying with the risk control measures specified in the Permit and/or JSA.</td>
</tr>
<tr>
<td></td>
<td>University employees, contractors and students performing Work at Height</td>
<td>1. Perform the work in accordance with the information, instructions and training they have received from their Supervisor/Manager and from the Authorized Work at Height Supervisor.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Interrupt work and report to their Supervisor/Manager any situation that renders the Work at Height dangerous.</td>
</tr>
<tr>
<td>C. Completing Work at Height</td>
<td>Supervisor/Manager in charge of any person performing Work at Height</td>
<td>1. On completion of the Work at Height, re-submit the Permit to the Authorized Work at Height Supervisor for sign-off.</td>
</tr>
<tr>
<td></td>
<td>Authorized Work at Height Supervisor</td>
<td>1. Satisfy themselves that the work has been completed to a satisfactory and safe standard before signing off the section titled “Completion of Work” on any Work at Height Permit.</td>
</tr>
</tbody>
</table>

Supporting Documents

- Health and Safety Policy
- Hazard Identification, Risk Assessment and Control (HIRAC) Procedure

Forms.

- Job Safety Analysis (PDF 117.5kb)
- Work at Height Permit (PDF 114.3kb)

Responsibility

- The Health and Safety Policy Committee is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
The Manager – Risk, Health and Safety is responsible for maintaining the content of this procedure as delegated by the Health and Safety Policy Committee.

**Promulgation**

The Work at Height Procedure will be communicated throughout the University community in the form of:
- an Announcement Notice via FedNews website and on the ‘Recently Approved Documents’ page on the ‘Policies, Procedures and Forms @ the University’ website; and
- an email to the Director and Managers of Facilities Services.

**Implementation**

The Work at Height Procedure will be implemented throughout the University via an Announcement Notice via:
- an Announcement Notice via FedNews website and on the ‘Recently Approved Documents’ page on the ‘Policies, Procedures and Forms @ the University’ website; and
- an email to the Director and Managers of Facilities Services.

**Records Management**

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Location</th>
<th>Responsible Officer</th>
<th>Minimum Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work at Height Permit</td>
<td>School/Directorate/College/Centre of staff or students who performed the Work at HeightFacilities Services for contractors</td>
<td>Dean/Director</td>
<td>Destroy seven (7) years after work has been completed</td>
</tr>
<tr>
<td>Job Safety Analysis (JSA)</td>
<td>School/Directorate/College/Centre of staff or students who performed the Work at HeightFacilities Services for contractors</td>
<td>Dean/Director</td>
<td>Destroy seven (7) years after analysis was undertaken</td>
</tr>
</tbody>
</table>